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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant to the DD/I (Admin)

DATE: 11 October 1956

FROM : Chief, Administrative Staff, OHR

SUBJECT: Comments on Proposed Change 1 to [REDACTED]

REFERENCE: Proposed [REDACTED] General Separation Action, Paragraph 5 D

1. It is suggested that Proposed Change 1 to [REDACTED] be amended to read as follows:

"6. REPORTS OF INADEQUATE SERVICE. A Fitness Report expressing the opinion that an employee should be separated by reason of mediocre or unsatisfactory performance will be accompanied by a copy of a warning memorandum notifying him of his deficiencies in performance. The warning memorandum will be prepared with the advice and assistance of the Office of Personnel in accordance with the procedures indicated in [REDACTED]"

The suggested change in wording would make Paragraph 6 of [REDACTED] consistent with Paragraph 5 d of [REDACTED] which makes separation for mediocre performance permissive rather than obligatory.

2. This Office is not directly concerned with the proposed Change 1

[REDACTED]

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